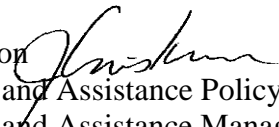




POLICY FLASH 2011-66

DATE: April 14, 2011

TO: Procurement Directors

FROM: Director, Policy Division 
Office of Procurement and Assistance Policy
Office of Procurement and Assistance Management

SUBJECT: DOE 2011 Continuity of Operations (COOP) Awareness Briefing
Available to Contractors

SUMMARY: For each contract requiring or involving responsibility for work or operations at DOE/NNSA sites or facilities that support or perform essential functions/activities that directly support National Essential Functions (NEF), Mission Essential Functions (MEF), Primary Mission Essential Functions (PMEF), or Essential Supporting Activities (ESA) the Contractor Requirements Document (CRD) DOE Order 150.1, Continuity Programs, sets forth the contractor responsibility for a Continuity of Operations (COOP) Program. This CRD requires the contractor and its applicable subcontractors to conduct annual COOP awareness briefing for all its contractor workforce.

The Emergency Operations Training Academy (EOTA), a training element within DOE/NNSA/NA-40, has the DOE 2011 Continuity of Operations (COOP) Awareness briefing. This briefing is available to the Contractor and its workforce at no charge. EOTA needs the assistance from the Contracting Officer (CO) and the Contracting Officer Representative (COR) to inform the Contractor that the 2011 Continuity of Operations (COOP) Awareness briefing is available. The Contractor may elect to use the DOE 2011 Continuity of Operations (COOP) Awareness briefing in support of its requirement to conduct an annual COOP awareness briefing.

General guidance is attached to provide additional details regarding how to access this briefing. This flash may be viewed at

http://management.energy.gov/policy_guidance/policy_flashes.htm.

Questions concerning this policy flash should be directed to the following: for DOE Barbara Binney at (202) 287-1340 or barbara.binney@hq.doe.gov or for NNSA technical issues to Gary Lyttek at (202) 586-8304 or gary.lyttek@hq.doe.gov. For COOP policy questions contact Vicki Rand at (301) 903-1407.

Attachment